

SECRET

OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER

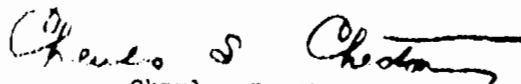
NUMBER: 75-13, Supp. 1
ISSUED: 27 April 1945
EFFECTIVE: 1 Feb. 1945

TO: List S

SUBJECT: Per Diem and Allowances to Members of the
Military and Naval Forces attached to OSS

There is hereby approved the recommendation of the Board
of Review that there be added to General Order 75-13,
the following paragraph 2.

2. In the case of enlisted personnel in
civilian clothes who are not receiving
Government rations and quarters, additional
living allowances or per diem may be paid
in such amounts as shall be approved as
necessary by the Strategic Services Officer,
upon recommendation of the Theater Board
of Review, or by the Chief of Mission in
Neutral countries.



Charles S. Cheston
Acting Director

(69355)

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(b)(1)

WILLIAM J. DONOVAN
Director

1. Army and Navy personnel (officer or enlisted), whether in uniform or in civilian clothes, attached to OCS in theater of Operation or in neutral countries, shall be allowed pay alone or quarters and subsistence in conformity with standard Army or Navy practice under similar circumstances.

The following recommendation of the Board of Review is hereby approved:

SUBJECT: Per Diem and Allowance to Members of the Military and Naval Forces attached to OCS

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GENERAL ORDER
NUMBER: 75-13
ISSUED: 7 December 1944
EFFECTIVE: 7 December 1944

Washington, D. C.

OFFICE OF STRATEGIC SERVICES

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CONFIDENTIAL
OFFICE OF STRATEGIC SERVICES
Washington, D. C.

ORIGINAL ORDER
NUMBER: 75-12
ISSUED: 9 September 1944
EFFECTIVE: 9 September 1944

TO: LEST 8

SUBJECT: OSS, ETC Fixed Allowances to Personnel for Rent
and Entertainment

The following recommendation of the Board of Review is
hereby approved:

"All fixed allowances for rent and enter-
tainment previously authorized for OSS staff
personnel in the European Theater shall be dis-
continued as of 1 October 1944."

Charles S. Cheaton
Charles S. Cheaton
Acting Director

(53747)

CONFIDENTIAL

CONFIDENTIAL
OFFICE OF STRATEGIC SERVICES
 Washington, D.C.

GENERAL ORDER
 NUMBER: 75-11
 ISSUED: 21 August 1944
 EFFECTIVE: 21 August 1944

TO: List B

SUBJECT: Expenditures for Necessary Entertainment in Continental United States

1. Personnel of OSS may be reimbursed for reasonable expenses incurred in the continental United States, upon the prior written authorization of the Office or Branch Chief concerned, in the necessary entertainment of distinguished guests of the agency, including representatives of foreign governments. Such expenses may include the entertainment of key personnel of this agency whose presence is necessary to the purpose to be served. If the object of the entertainment is confidential in nature, reimbursement should be made from Special Funds; if the object of the entertainment is not confidential in nature, reimbursement shall be made from vouchered .002 funds.
2. Reimbursement for expenses incurred in the continental United States for the purchase of confidential information, including reasonable and necessary entertainment for that purpose, shall continue to be governed by the general provisions of General Order No. 14. Entertainment for the purpose of securing confidential information is literally that and nothing else. The necessity for such expenditures must be clear in every case, responsibility resting with the officer requisitioning the funds.
3. No reimbursement shall be made for any expenses in the continental United States for entertainment other than as provided above, except in the discretion of the Director, Assistant Director or the Executive Officer, who will authorize or approve such expenses only in clearly justifiable cases. All other entertainment shall be items of personal expense to be borne by the individuals concerned.
4. All disbursements made for the above purposes shall be periodically reviewed by the Office of General Counsel, which shall report thereon to the Director.

G. Edward Buxton
 G. Edward Buxton
 Acting Director

(50014)

CONFIDENTIAL

SECRET**OFFICE OF STRATEGIC SERVICES**

Washington, D. C.

GENERAL ORDER**NUMBER: 75-10****ISSUED: 23 August 1944****EFFECTIVE: 23 August 1944****TO: List S****SUBJECT: Additional compensation of Military or Naval personnel attached to OSS**

The following recommendation of the Board of Review is hereby approved:

1. (a) Military or Naval personnel in the Continental U.S. shall receive extra compensation only when assigned as agents to missions, activated in the Continental U. S., and intended for operations behind enemy lines. Such personnel may be paid extra compensation from the date of their Military or Naval overseas orders to the termination date of the mission.

(b) Military or Naval personnel in foreign Theaters may be paid extra compensation only when assigned as agents to missions intended for operations behind enemy lines. Such additional payments will be effective from the date of such assignment to the termination date of the mission.

2. (a) Additional compensation may be paid to Military or Naval personnel, acting as agents, in order to raise their total pay (exclusive of allowances) up to the salaries of OSS civilians doing similar work, provided that such total pay does not exceed the rate of \$5,000 per year.

(b) All Office or Branch Chiefs, both in Washington and abroad, will revise any existing arrangements affected by this order. Contracts will be adjusted or rewritten as soon as possible.

3. Extra compensation may be paid to Army or Navy personnel, acting as agents, only by Special Funds Officers in accordance with regular Special Funds payroll procedures and engagement sheets.

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4. Commencing 30 September 1944, the Chief, Special Funds Branch, shall submit to the Director a record, at the end of each quarter, indicating the name and rank of all Army or Navy personnel who receive extra compensation from Special Funds, together with the amounts received and the Office or Branch to which such personnel is assigned. The Chief, Special Funds Branch, may requisition from any source all information necessary, in his judgment, to the proper preparation of such quarterly reports.

J. Edward Buxton
Acting Director

(40000)

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SECRET**OFFICE OF STRATEGIC SERVICES**

Washington, D.C.

GENERAL ORDER

NUMBER: 75-9

ISSUED: 30 August 1944

EFFECTIVE: 30 August 1944

TO: List S

SUBJECT: Per diem allowances to civilians and Army or Navy personnel in training in Continental U.S. for overseas duty.

The following recommendation of the Board of Review is hereby approved and applies to personnel recruited in Continental U.S. for foreign duty, where the clear intent of their employment by OSS is that they will be sent overseas as soon as training can be completed and transportation arranged:

1. Civilian Personnel, including Agents

(a) No civilian employee is considered to be in travel status during the time he is actually at his OSS Headquarters in Continental U.S. or at any Training Area.

(b) Quarters and subsistence will be furnished all civilians while actually in Training Areas, and no deductions will be made against their salaries for such accommodations.

(c) Travel costs, and per diems or expenses, (in accordance with regular OSS practices) shall be allowed civilian employees only when they are engaged in official business away from OSS Headquarters in Continental U.S., or when they are away from any Training Area on an assigned task in connection with training programs.

2. Army or Navy Personnel

(a) In addition to regular allowances for quarters and subsistence provided by their respective services, commissioned and enlisted personnel who are not drawing per diem from their respective services may be allowed per diem as follows during the period between the date

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on which they report for duty with OSS and the date on which they report for duty with OSS and the date of their departure overseas when the Office or Branch Chief concerned is satisfied that such allowance is necessary to avoid substantial hardship:

(i) Officers, a per diem of \$7.00 for a maximum of 7 days.

(ii) Enlisted men, a per diem of \$5.00 for a maximum of 7 days.

(b) Army personnel assigned to temporary duty at OSS training camps shall continue to receive a monetary allowance in lieu of quarters as provided in Memorandum No. 22, issued 6 May 1944 by the Commanding Officer of Headquarters and Headquarters Detachment.

Payments or allowances to be made from OSS funds under this order are in connection with the confidential duties of this Agency. Officer or Branch Chief concerned shall requisition necessary funds from the Special Funds Branch and account therefor in accordance with regulations prescribed by the Chief, Special Funds Branch.

Edward Burton
Acting Director

(50651)

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CONFIDENTIAL**OFFICE OF STRATEGIC SERVICES**

Washington, D.C.

GENERAL ORDER

NUMBER: 75-8
 ISSUED: 22 August 1944
 EFFECTIVE: 22 August 1944

TO: List 8

SUBJECT: Allowance to Civilians for Special Clothing

REFERENCE: Board of Review
 Administrative Bulletin No. 2

The following recommendation of the Board of Review is hereby approved:

1. Office or Branch Chiefs may requisition up to \$200 per person from Special Funds to provide necessary special clothing to civilian employees ordered to posts outside of the Continental U.S., on confidential missions or duties, where special clothing not ordinarily used by civilians in this country is necessary to the proper performance of the assigned duty.
2. Unused funds together with complete receipts for purchases will be delivered to the Special Funds Branch at the earliest practicable time.
3. In exceptional cases, additional allowances may be recommended by Office or Branch Chiefs to the Director in Continental U.S. or to the Strategic Services Officer in the Theater. If approved, such additional allowances may be requisitioned from Special Funds Branch and accounted for as in paragraph 2 above.
4. Special clothing provided in accordance with this order shall be expendable property of the United States.

L. Edward Buxton
 Acting Director

(49898)

CONFIDENTIAL

Handy Room

SECRET
OFFICE OF STRATEGIC SERVICES
Washington, D. C.

GENERAL ORDER
NUMBER: 75-7, Supp. 1
ISSUED: 26 February 1945
EFFECTIVE: 26 February 1945

TO: List B

SUBJECT: Living Allowances for Liberated Areas and China

1. General Order 75-7, issued 16 August 1944, and Administrative Bulletin No. 4, issued 10 August 1944, are hereby implemented.

2. Paragraph 3 of General Order No. 75-7 provides that all OSS civilian employees, except agents, who are not in travel status shall receive a living and quarters allowance in accordance with the State Department formula (see Budget Circular No. A-8 and amendments).

3. An amendment was issued to Budget Circular No. A-8 on 29 September 1944, prescribing, among other things, a special maximum foreign living allowance for posts in liberated areas and China. These special allowances were established because of the unusual and extraordinary conditions prevailing in these areas. A copy of the amendment is attached.

4. The maximum rates prescribed for liberated areas are set forth in paragraph 2 of the amendment. It should be noted that paragraph 2 provides that suitable adjustments below the maximum allowances shall be made when the unusual or extraordinary conditions are modified to the extent that maximum allowances are not necessary.

5. Accordingly, each Theater Board of Review shall make a recommendation to the Strategic Services Officer as to the living and quarters allowance to be paid, within the maximum permitted by the amendment, in liberated areas in the Theater concerned, and the Strategic Services Officer shall thereupon establish the amount of allowance to be paid. In making its recommendation, the Theater Board shall consider, among other factors, the rates fixed by other Government agencies for their employees in these areas.

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6. The Theater Board shall review its recommendation every three months (unless special circumstances require a more frequent review) to determine whether adjustments should be made by the Strategic Services Officer in the allowance because of changes in the unusual and extraordinary conditions prevailing in the areas. The Theater Board shall transmit to the Board of Review, Washington, copies of all such recommendations, together with a statement of the considerations upon which the recommendations are based, and copies of all rate schedules established by the Strategic Services Officer. The Board in Washington will periodically report to the Director on the entire matter, making such recommendations as it may deem appropriate.

7. The special allowances for posts in China are set forth in paragraph 3 of the amendment. Since the rates for China are not discretionary, no action by the Theater Board is necessary. All civilian employees in China who are entitled to a living and quarters allowance shall receive the allowance in accordance with the terms of the amendment.



William J. Donovan
Director

Attachment

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(65079)

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EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

September 29, 1944

Amendment to
CIRCULAR NO. A-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Various allowances payable to Federal officers and employees stationed in foreign countries, etc.

This amendment to Circular No. A-8, dated August 1, 1943 provides (1) for the regrouping of certain personnel for the payment of quarters allowances; (2) prescribes a special maximum foreign living allowance for posts in liberated areas and Vatican City; and (3) prescribes a special foreign living allowance for posts in China. Appendixes I-IV, inclusive, of Circular No. A-8 are amended accordingly.

1. Groups 2, 3, and 4 as defined in paragraph 7, "Classification of officers and employees," of Part I and as indicated in Appendix II, are hereby redefined, effective July 1, 1944, to read as follows:

"Group 2: In a diplomatic mission, the counselors of embassy or legation or the senior first secretary acting as counselor; or, if there is neither a counselor of embassy or legation nor a senior first secretary acting as counselor, then the highest ranking diplomatic secretary.

"Foreign Service officers in charge of consular posts and vice consuls commissioned by the Secretary of State who are in charge of consulates.

"Attaches, who are neither Foreign Service officers nor vice consuls commissioned by the secretary of State; commissioners; supervising agents; and technical and professional experts directly subordinate to their departments in Washington.

"Group 3: All Foreign Service officers assigned as diplomatic or consular officers and not included in Group 2; vice consuls commissioned by the Secretary of State and not included in Group 2; Foreign Service employees designated as administrative officers; assistant attaches (including Foreign Service officers designated as assistant attaches); assistant commissioners; inspectors; immigration technical advisers; treasury representatives; customs agents and deputy collectors of customs; technical and professional experts not directly subordinate to their departments in Washington, and junior technical experts.

"Group 4: All other employees."

(No. A-8)

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2. Due to the unusual and extraordinary conditions prevailing in liberated areas, the Secretary of State has authorized, pursuant to paragraphs 14a and 23 of Circular No. A-8, a special maximum foreign living allowance for all posts in such areas and Vatican City. This allowance shall be paid in lieu of all other allowances, to all officers and employees, except Foreign Service personnel, State Department, stationed in liberated areas and entitled to allowances under this Circular. It shall be paid effective July 1, 1944 and until further notice, at rates not to exceed the following annual maxima:

<u>Classification</u> <u>(Grade)</u>	<u>Employees</u> <u>With Dependents</u>	<u>Employees</u> <u>Without Dependents</u>
CAP-12, P-5, and above	\$3060	\$2520
CAP-9, P-3 to CAP-12, P-5	\$2700	\$2160
Below CAP-9, P-3	\$2520	\$1980

Suitable adjustment below the maximum allowance shall be made by the department or establishment when the unusual or extraordinary conditions are modified to the extent that maximum allowances are not necessary.

For the purposes of paragraph 14a of Circular No. A-8, this special allowance shall be considered as a post classification, and employees temporarily receiving the domestic per diem allowance or a portion thereof, shall be paid at a rate not to exceed the above maxima, retroactively to date of arrival at their posts in liberated areas or Vatican City.

3. Due to the unusual and extraordinary conditions prevailing in China, the Secretary of State has authorized, pursuant to paragraphs 14a and 23 of Circular No. A-8, a special foreign living allowance for all posts in China. Effective October 1, 1944, or from date of arrival at his post, whichever date is later, and until further notice, each officer and employee, except Foreign Service personnel, State Department, stationed in China and entitled to allowances under this Circular, shall be paid in lieu of all other allowances, at the base rate of \$2000 per annum, less 25% or not to exceed \$500 when Government quarters are provided.

In addition, each officer and employee whose wife and/or minor children have regularly resided with him, shall receive additional allowances at the following per annum rates:

(No. A-8)

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(No. A-8)

MANUEL D. WILSON
Director

The amount of the additional allowance shall not be modified except upon a change in the employee's dependency status. The basic allowance of \$2000, less 5% or not to exceed 5%, shall be adjusted by order of the American Ambassador, or in his absence, by the charge d'affaires ad interim, effective the first of the month following a month for which he shall determine the rate, for dependent relatives of the allowance, the average cost of subsistence, exclusive of rent, as stated by exchange rates or other circumstances, shall have changed by as much as 1% from the last established rate. The adjustment shall be directly applied as a percentage change to increase or decrease the basic allowance, less 5% of \$2000. Such adjustment shall be certified as being correct and necessary by the Ambassador to the Department of State which shall in turn, as early as the Bureau of the Budget provided that, in the cost of subsistence, exclusive of rent, as measured by the method above, should change by more than 20% for any one month, prior approval and authorization of the Secretary of State is required to adjust the allowance.

The additional allowance shall be paid effective October 1, 1944, or when the officer or employee departs for his post in China, whichever date is later. It shall terminate on the date the employee leaves China, or the date of departure of his wife and/or minor children for China.

Basic rate	Maximum allowance	For a wife 1/6 of maximum	For 2 or more children 2/6 of maximum
\$1600 & above	\$1200	\$800	\$400
\$1200 to \$1599	\$1400	\$960	\$480
Below \$1200	\$1200	\$800	\$400

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SECRET**OFFICE OF STRATEGIC SERVICES**

Washington, D. C.

GENERAL ORDER**NUMBER:** 75-7**ISSUED:** 16 August 1944**EFFECTIVE:** 20 August 1944**TO:** List B**SUBJECT:** Salaries, per diems or allowances - civilian personnel outside of Continental U.S., exclusive of secret agents.**REFERENCE:** Administration Bulletin Number 4.

The following recommendation of the Board of Review is hereby approved:

1. Salaries of all OSS civilian personnel, exclusive of secret agents, employed outside of the Continental U.S. shall conform as nearly as possible to Civil Service salaries for similar duties or positions.
2. No base salary adjustments will be permitted to attempt to compensate for differences in living costs in different theaters or locations.
3. All civilian employees, except agents, who are not in travel status shall receive a living allowance in accordance with the State Department formula. (See Budget Circular No. A-8 and amendments.)
4. Where quarters are furnished for civilian employees 40% of the total living allowance shall be deducted on current payrolls from the monthly living allowance included in those payrolls to defray the cost of such quarters, and the balance (60%) of the living allowance shall be paid to the employee. If quarters are not furnished the full living allowance shall be paid to the employee.
5. The employee shall reimburse OSS currently for the cost of subsistence furnished by OSS. Amounts to be reimbursed by employees shall be determined by the Strategic Services Officer upon recommendation of the Theater Board of Review. Such amounts shall be uniform for all employees receiving subsistence at any one OSS locality but may be different for different localities within a theater.

(49636)

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6. Any adjustments of living allowances made in theaters will be retroactive to the date upon which per diems or allowances were discontinued.

7. Wherever contractual arrangements, contrary to this order, are in effect, Office or Branch Chiefs concerned shall adjust or rewrite such contracts at the earliest practicable time.

G. Edward Buxton

G. Edward Buxton
Acting Director

(49636)

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CONFIDENTIAL
OFFICE OF STRATEGIC SERVICES
 Washington, D. C.

GENERAL ORDER
NUMBER: 75-6
ISSUED: 9 August 1944
EFFECTIVE: 9 August 1944

TO: List B

SUBJECT: Funds from which employees will be paid

The following recommendation of the Board of Review is hereby approved:

- (a) Only secret agents and other employees, who, for security reasons, should not be identified with OSS, may be paid from Special Funds - limitation .003 - except that employees stationed overseas at points where regular government payroll facilities cannot be made available may be paid from Special Funds.
- (b) All other employees now paid from Special Funds shall be transferred to voucher funds (.001) as soon as Civil Service positions are available, except
- (c) .003 funds will be used to pay the following types of personnel:
 - (1) Aliens (by law, cannot be Civil Service)
 - (2) Employees selected for overseas service (until arrival at overseas post)
 - (3) New employees whose entrance on duty at an early date is urgent and where the only delaying factor is the time involved in securing Civil Service clearance of qualifications. (Such employees would be transferred to .001 funds upon clearance)
 - (4) Employees, principally stenographic, typist or clerical, who are brought into a training pool and held there pending specific assignment.
 - (5) Rare cases of an employee who should receive a salary increase but where rigid Civil Service rules make a reclassification almost impossible. Such employees shall be promoted only upon specific

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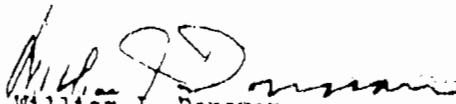
approval of the Director or Assistant Director upon recommendation of the Chief, Civilian Personnel Branch and the Board.

(6) Employees doing work of such a nature that, for security reasons, job descriptions necessary to establish salaries cannot be filed outside of OSS.

(7) Employees being transferred from Special Funds to .001 funds, pending the availability of Civil Service positions.

Office and Branch Chiefs who now have employees paid from Special Funds (.003) shall immediately review payrolls in detail and take the necessary action to comply with (a), (b) or (c) above.

The judgment of Office and Branch Chiefs in determining which employees shall be paid from Special Funds shall have primary weight in the decision. If the Chief, Special Funds Branch does not concur in a particular instance, the case will be referred to the Director for decision.


William J. Donovan
Director

CONFIDENTIAL

(48700)

The attached "Secret" order is to be substituted for Order 75-5 of the same text which was classified as "Confidential". The "Confidential" order should be destroyed.

SECRET**OFFICE OF STRATEGIC SERVICES**

Washington, D. C.

GENERAL ORDER

NUMBER: 75-5
ISSUED: 5 August 1944
EFFECTIVE: 5 August 1944

TO: LIST B

SUBJECT: Compensation of Civilian Personnel Outside of Continental U. S.
 (a) Salary Increases and Reclassification.
 (b) Initial Salary Determinations.

On the basis of the policy set forth in Administrative Bulletin No. 2 the following recommendations of the Board of Review are hereby approved:

1. Recommendations for promotion or reclassification of civilian employees paid from regular funds (.001 or .002 funds) shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Civilian Personnel Branch.
2. Recommendations for promotion of civilian employees other than agents from Special Funds shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Special Funds Branch in Washington for appropriate action after consultation, when appropriate, with the Chief, Civilian Personnel Branch. These recommendations will be in the form and contain data prescribed by the Chief, Special Funds Branch.
3. No salary increases to civilian personnel outside of Continental U. S. will be effected by Office or Branch Chiefs in Washington, except by recommendation through Strategic Services Officers.
4. No base salaries shall be increased to compensate for overtime in excess of 40 hours per week. Such adjustments will be effected through the regular overtime pay procedure as defined in Administrative Instruction No. 2.
5. Salaries of new civilian employees other than agents recruited overseas shall be determined upon recommendation of the Strategic Services Officer in accordance with paragraphs #1 and #2 above. Compensation at the rate finally approved by the Civilian Personnel Branch, Washington, or the Special Funds Branch, Washington, as the case may be, will be effective from the date of hiring in the theater.

SECRET

William J. Donovan
 William J. Donovan
 Director

(48364)

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER
NUMBER: 73-5
ISSUED: 5 August 1944
EFFECTIVE: 5 August 1944

TO: LIST B

SUBJECT: Compensation of Civilian Personnel Outside of Continental U. S.
(a) Salary Increases and Reclassification;
(b) Initial Salary Determinations.

On the basis of the policy set forth in Administrative Bulletin No. 2 the following recommendations of the Board of Review are hereby approved:

1. Recommendations for promotion or reclassification of civilian employees paid from regular funds (.001 or .002 funds) shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Civilian Personnel Branch.
2. Recommendations for promotion of civilian employees other than agents from Special Funds shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Special Funds Branch in Washington for appropriate action after consultation, when appropriate, with the Chief, Civilian Personnel Branch. These recommendations will be in the form and contain data prescribed by the Chief, Special Funds Branch.
3. No salary increases to civilian personnel outside of Continental U. S. will be effected by Office or Branch Chiefs in Washington, except by recommendation through Strategic Services Officers.
4. No base salaries shall be increased to compensate for overtime in excess of 48 hours per week. Such adjustments will be effected through the regular overtime pay procedure as defined in Administrative Instruction No. 2.
5. Salaries of new civilian employees other than agents recruited overseas shall be determined upon recommendation of the Strategic Services Officer in accordance with paragraphs #1 and #2 above. Compensation at the rate finally approved by the Civilian Personnel Branch, Washington, or the Special Funds Branch, Washington, as the case may be, will be effective from the date of hiring in the theater.

(48364)

CONFIDENTIAL

Director

OFFICE OF STRATEGIC SERVICES
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 WASHINGTON, D. C.

GENERAL ORDER

NUMBER: 75-4
 ISSUED: 2 August 1944
 EFFECTIVE: 2 August 1944

TO: List 8

SUBJECT: Barter Items and Special Equipment

The following recommendation of the Board of Review is hereby approved:

1. Strategic Services Officers shall stock pile such so-called barter items (materials to be issued in exchange for confidential information), as well as cameras, wrist watches and non-standard firearms as they may consider necessary for issuance in their respective theaters.
2. No such items shall be issued in Continental U. S. except upon requisition from Office or Branch Chiefs, or their authorized representatives certifying that the person to whom such items are to be issued is assigned to an area where the materials or equipment cannot be secured from regular OSS installations or that cover arrangements prevent the employee from securing the items from such installations.
3. Until Strategic Services Officers have had an opportunity to build up a stock of these items, Procurement and Supply Branch is authorized to fill requisitions originated by Office or Branch Chiefs in Washington. Office or Branch Chiefs shall instruct their employees to turn over to the Strategic Services Officer, upon arrival in the theater, any such items procured in Washington.
4. Office or Branch Chiefs or individuals in Washington or New York, who are now in possession of items referred to herein, issued to them by OSS, shall immediately return such items to Procurement and Supply Branch, to be thereafter issued in accordance with this order.

(48255)

William J. Donovan
 William J. Donovan
 Director

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER

NUMBER: 75-3, Supp. 2
 ISSUED: 6 December 1944
 EFFECTIVE: 6 December 1944

TO: List S

SUBJECT: Special Clothing Allowance

General Order No. 75-3 is hereby amended by adding paragraph 4 as follows:

1. The provisions of this order are retro-active and apply to personnel who were ordered into civilian clothes or into non-combatant Army or Navy clothing prior to the effective date of this order. If such personnel had received allowances for clothing in amounts less than \$200.00 - Office or Branch Chiefs may requisition from Special Funds, additional funds to bring the total allowance up to \$200.00.

If personnel are unable to furnish complete receipts for clothing purchased prior to 11 July 1944, they may submit to Special Funds Branch, in lieu of receipts, sworn statements listing items of clothing purchased, approximate cost, name of store where purchased and approximate date of purchase.

William D. Donovan
 William D. Donovan
 Director

(56375)

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OFFICE OF STRATEGIC SERVICES
Washington, D. C.

GENERAL ORDER
NUMBER: 75-3, Suppl. 1
ISSUED: 8 August 1944
EFFECTIVE: 8 August 1944

TO: List 3

SUBJECT: Special Clothing Allowance

General Order No. 75-3, second paragraph under
Item 1, is hereby amended to read:

"After one year from the date on which
a person was ordered into civilian clothes,
Office or Branch Chiefs may requisition
from Special Funds up to \$100 for the pur-
pose of clothing maintenance or replace-
ment during the ensuing twelve months."

William J. Donovan
William J. Donovan
Director

(48701)

CONFIDENTIAL

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 4
ISSUED: 12 July 1944
EFFECTIVE: 11 July 1944

TO: List B
SUBJECT: Special Clothing Allowance

The following recommendations of the Board have been approved by the Director:

1. Army or Navy personnel - ordered to wear civilian clothes for official duties;

Office or Branch Chiefs may requisition up to \$200 per person from Special Funds to procure necessary civilian clothing. Unused funds together with complete receipts for purchases will be delivered to the Special Funds Branch at the earliest practicable time.

After one year from the date of the original allowance, Office or Branch Chiefs may requisition from Special Funds up to \$100 for the purpose of clothing maintenance or replacement during the ensuing twelve months.

2. Civilian personnel - ordered to wear non-combatant Army or Navy clothing;

Office or Branch Chiefs may requisition up to \$200 per person from Special Funds to procure necessary clothing. Unused funds together with complete receipts will be delivered to Special Funds Branch promptly.

Office or Branch Chiefs are urged to have personnel use enlisted personnel clothing wherever possible, thus avoiding the cost of officer's clothing. Requisitions for Army or Navy clothing of this type should be made to Procurement and Supply Branch.

3. Exceptional cases - primarily when Army or Navy personnel are ordered to wear civilian clothes for official duties in neutral countries;

(46328)

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Additional allowances may be recommended by Office or
Branch Chiefs to the Director in Continental U. S. or
to the Strategic Services Officer in a theater.

For the Board of Review:


C. M. BEARS, JR.
Chairman, Board of Review

(46320)

CONFIDENTIAL

LEADS

WILLIAM F. BROWNLEE
BIRMINGHAM

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SUBJECT: PAYMENT OF TRANSFERRABLE COST AND REF. DIAMA 18
PROGRAMME 18 CIVILIAN EMPLOYEES

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COPY

DATE: 10/10/1984; BY: G.

LABOR

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER
 NUMBER: 75-2, Supplement 1
 ISSUED: 6 December 1944
 EFFECTIVE: 7 July 1944

TO: LTBT B

SUBJECT: Payment of Transportation Cost and For Diems to
 Prospective Civilian Employees

Paragraph "1." of General Order 75-2, effective 7 July 1944,
 is hereby amended by adding a new sub-paragraph "d" thereto,
 reading as follows:

"(d) Other transportation expenses such as trolley,
 bus, and taxi fares, necessarily incurred by the
 prospective employee in connection with travel
 required by attendance at any Amendment School."

William J. Donovan
 William J. Donovan
 Director

(54310)

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER

NUMBER: 75

ISSUED: 31 July 1944

EFFECTIVE: 28 July 1944

TO: List S

SUBJECT: Change Board of Review Administrative
Bulletins 2, 3 and 4 to General Orders

Board of Review Administrative Bulletins numbered 2, 3, and 4 are hereby approved. They are made General Orders and are to be re-numbered as General Order 75-1, 75-2 and 75-3 respectively.



William J. Donovan
Director.

(47905)

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 4
ISSUED: 16 August 1944
EFFECTIVE: 21 August 1944

TO: List 8

SUBJECT: Salaries, per diems or allowances - civilian personnel outside of Continental U.S., exclusive of secret agents.

General Order 75-7 sets forth the policy of OSS with reference to the above subject.

For additional information of Office and Branch Chiefs, the Board quotes herewith from its recommendation submitted to the Director:

"The Board believes that it should be a fundamental policy of OSS that salaries, per diems (for those in travel status) or allowances (for those at permanent posts) to all civilian personnel outside of Continental U.S. conform as nearly as possible to amounts paid or allowed by other Government agencies. It further believes that employees paid from Special Funds or from limitation .002 (in other words, non-Civil Service employees) should receive the same pay and allowances as Civil Service employees in like positions and locations. The Board recognizes the difficulty of assigning Civil Service classifications to many confidential positions but believes that substantial correlation can be accomplished.

Civil Service employees outside of Continental U.S. are paid salaries at uniform rates applicable to their position, regardless of the theater to which they are assigned. Those not in travel status receive a quarters and subsistence allowance determined, for a particular location, by the State Department and adopted by the Bureau of the Budget. The Board believes that this rule should apply to all OSS civilian employees, except secret agents.

At the present time pay and allowances for non-Civil Service personnel vary widely as between locations or theaters. Some receive, or did receive per diems; others a living allowance and others an amount to cover rent and food.

In the North Africa Theater per diems or living allowances were discontinued as of 1 February 1944 as far as most special funds personnel were concerned, but Civil Service employees continue

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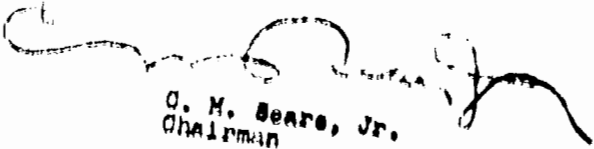
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on the State Department formula. In that Theater an attempt has recently been made to adjust inequities by increasing the base pay of non-Civil Service employees. The Board believes that this is unwise from an over-all OMS point of view and, in many cases, unfair to the employee for the following reason:

1. Adjustments of base pay in any one theater without reference to established Civil Service rates will inevitably lead to wide discrepancies as between theaters. If an employee whose base pay had been so increased were transferred to another theater where different rules applied, serious confusion and morale problems would immediately become apparent."

For the Board of Review:


 G. M. Seare, Jr.
 Chairman

(49638)

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 3
ISSUED: 10 July 1944
EFFECTIVE: 7 July 1944

TO: List S

SUBJECT: Payment of transportation cost and per diems to
prospective civilian employees
and
Payment of transportation cost of new civilian
employees.

1. Transportation costs and per diems will be allowed to prospective civilian employees who are required to attend Assessment School. Office or Branch Chiefs concerned with the employment of such personnel may requisition from Special Funds Branch funds to defray the cost of transportation and per diems (to be accounted for in accordance with Special Funds Branch regulations) in the following amounts:

- (a) One way first-class railroad and Pullman charges or 3 cents per mile for the use of private automobile from the prospective employee's present location to the assessment school (when the employee can enter on duty without returning to point of origin).
- (b) Round trip first-class railroad and Pullman charges from the prospective employee's present location to the assessment school and return (when the employee must return before entering on duty).
- (c) \$6.00 per diem, computed in accordance with standard Government travel regulations:
 - (1) From the time of the employee's departure from his present location to his return there or to his entrance on duty with OSS, if the employee enters on duty immediately after completing the assessment school work, or departs at the earliest practicable moment after he has been informed of acceptance or rejection. No per diems will be allowed while the employee is receiving quarters and subsistence.
 - (2) If the prospective employee, upon notification that he is acceptable, chooses to remain in Washington for several days before entering upon duty, no per diem should be allowed for this interval.

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2. Transportation costs only will be allowed to new employees whose base pay is at the rate of \$2600 per annum or less.

OSS representatives who are empowered to recruit civilian personnel may obtain funds to pay the cost of first-class rail and Pullman charges or 3 cents per mile for the use of private automobile from an employee's present location to Washington as follows:

(a) In the case of employees to be paid from Special Funds, requisitions for funds or reimbursement vouchers will be submitted to Special Funds Branch.

(b) In the case of Civil Service employees or employees to be compensated from regular funds, vouchers will be submitted to the Finance Branch.

Requisitions for funds or reimbursement vouchers will be submitted in such form as may be prescribed by the Chief, Special Funds Branch or Chief, Finance Branch.

For the Board of Review:



C. M. Sears, Jr.
Chairman, Board of Review

(46185)

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 3
ISSUED: 22 August 1944
EFFECTIVE: 22 August 1944

TO: List B
SUBJECT: Allowances to Civilians for Special Clothing

General Order 75-8 makes provision for the above.

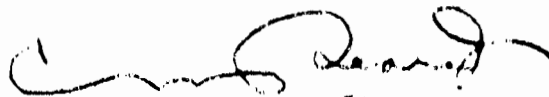
The Board's recommendation to the Director was in recognition of the fact that, in some cases, civilians are assigned to overseas posts where the special nature of their duties or peculiar climatic conditions require clothing not ordinarily possessed by civilians employed in Continental U. S. For example:

Special Arctic clothing
Special Tropical clothing

It was not the intention of the Board that, for instance, a civilian going to the British Isles would be provided with a heavy overcoat merely because it might be cold there or that a raincoat would be furnished because it might rain.

However, if a civilian were ordered to Attu, it is entirely possible he would need furs or special shoes not ordinarily possessed by a civilian in this country.

For the Board of Review:



C. M. Sears, Jr.
Chairman, Board of Review

(49895)

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 2
ISSUED: 5 August 1944
EFFECTIVE: 5 August 1944

TO: List S

SUBJECT: (a) Salary increases - civilian personnel, exclusive
of agents, outside of Continental U. S.
(b) Salaries of n employees recruited overseas.

The Board of Review has recommended to the Director a uniform policy covering civilian salary increases overseas and the determination of initial salaries of new civilian employees.

The Director's Order on this subject is General Order 75-5.

To give Office and Branch Chiefs complete information on our recommendation, the text is reproduced herewith:

1. The fundamental OSS policy relative to salaries of all civilian personnel is that salaries of employees paid from Special Funds or from limitation .002 shall be as nearly as possible the same as Civil Service compensation for positions of similar duties and responsibilities.
2. This result is accomplished in the Continental U. S. through close cooperation between Special Funds Branch, which approves Special Funds payrolls, and Civilian Personnel Branch, which is responsible for the application of Civil Service rules and salary classification.
3. The problem of equitable pay increases outside of Continental U. S. is more difficult since in most locations we do not have men trained in Civil Service classification to assist or advise the Strategic Services Officer, the Special Funds Officer and the Finance Officer in their consideration of proposed pay increases.
4. At present, Civil Service promotions are accomplished by recommendation from a Strategic Services Officer to Civilian Personnel Branch in Washington, giving a job description of the new duties to be performed and additional data necessary to enable that branch to approve or disapprove the promotion.
5. The Board believes that we should have in each theater an employee sufficiently qualified in Civil Service classification and pay procedure to be authorized to approve Civil Service promotions and to recommend to the Strategic Services Officer the action to be taken on suggested promotions of all employees, including Special Funds employees in positions comparable to Civil Service. This employee could well be trained in Government

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accounting methods and be able to serve both as accountant and classification expert. When, in the opinion of the Chief, Civilian Personnel Branch and Chief, Special Funds Branch, such an employee is qualified to advise the Strategic Services Officer as to proper compensation for each type and classification of employee, the Strategic Services Officer will be empowered to make salary adjustments without the prior approval of the Washington Headquarters. Any promotions so accomplished will be reported promptly to the Chief, Civilian Personnel Branch or to the Chief, Special Funds Branch.

6. Until this can be accomplished, the Board recommends that:

(a) Recommendations for promotion or reclassification of civilian employees paid from regular funds (Civil Service or .002 funds) shall be transmitted by the Strategic Services Officer, through the appropriate Office or Branch Chief in Washington, to the Chief, Civilian Personnel Branch for appropriate action. These recommendations will be in the form and contain data prescribed by the Chief, Civilian Personnel Branch.

(b) Recommendations for promotion of civilian employees, other than agents, paid from Special Funds shall be transmitted by the Strategic Services Officer through the appropriate Office or Branch Chief in Washington to the Chief, Special Funds Branch for appropriate action after consultation, when appropriate, with the Chief, Civilian Personnel Branch. These recommendations will be in the form and contain data prescribed by the Chief, Special Funds Branch.

(c) No salary increases to civilian personnel outside of Continental U. S. will be effected by Office or Branch Chiefs in Washington, except by recommendation through Strategic Services Officers.

(d) No base salaries shall be increased to compensate for overtime in excess of 40 hours per week. Such adjustments will be effected through the regular overtime pay procedure as defined in Administrative Instruction No. 9.

7. The salaries of new civilian employees recruited outside of Continental U. S. will be determined in accordance with paragraphs 5 and 6 above."

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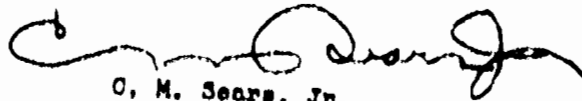
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It is contemplated that a further order will be issued by the Director when the situation described in paragraph 5 becomes an accomplished fact.

For the Board of Review:



O. M. Sears, Jr.
Chairman, Board of Review

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 2
ISSUED: 6 July 1944
EFFECTIVE: 6 July 1944

TO: List S

SUBJECT: Purchase of athletic and recreational equipment.

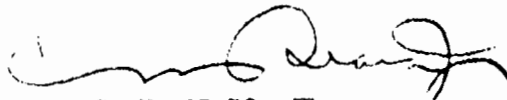
The Director has approved a recommendation of the Board of Review that the purchase of athletic and recreational equipment from appropriated funds of OSS shall be in accordance with the following procedure.

1. Regular requisition to Procurement and Supply Branch.

Only items of general use will be purchased, that is, baseballs, bats, gloves and the like but in no event will items be purchased for individual use such as track or baseball shoes.

2. Procurement and Supply Branch will make every effort to obtain the items from sources such as Red Cross, USO and the like but failing to secure them items free of charge, purchases will be charged to limitation .002.

For the Board of Review:



C. M. SEARS, JR.
Chairman, OSS Board of Review

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OFFICE OF STRATEGIC SERVICES
Board of Review

ADMINISTRATIVE BULLETIN
NUMBER: 1
ISSUED: 29 June 1944
EFFECTIVE: 29 June 1944

TO: LIST B

The Directive approved by the Assistant Director and dated 31 May 1944 provides in part as follows: --

"3. Domestic Finances. The following matters pertaining to finance shall be reviewed in Washington by the Board, and recommendations pertaining thereto shall be presented to the Director when appropriate for his consideration:

(a) Policies: The Board shall review all financial policies of OSS, including (i) the general purposes for which all types of funds shall be used, (ii) the types of funds to be used in compensating personnel, (iii) circumstances under which additional compensation may be paid to military or naval personnel, (iv) official expenditures of all Offices, Branches and individuals, and (v) circumstances under which financial claims may be released by OSS.

(b) Projects: The Board shall review all proposed expenditures or inter-agency transfers of OSS funds involving \$5000.00 or more for any one project or purpose, transmitting such proposals to the Director or Assistant Director with recommendations thereon. No such proposed expenditure or transfer shall be presented by any Office, Branch or individual to the Director or Assistant Director except through the Board in accordance with the procedure established herein. The Board shall issue regulations specifying the information to be submitted with each such proposal, and shall have authority to require from the respective Branches and Offices such further data as it may believe to be necessary to enable it to make proper recommendations hereunder."

Pursuant to the foregoing, the Board requests that projects be submitted to it in writing, in duplicate. Whenever necessary, in its judgment, the Board will discuss the project with the Chief of the originating Office or Branch before making its recommendation to the Director.

Specifically, the following types of proposed expenditures are to be submitted to the Director through the Board:

1. Over-all plans approved by the Planning Group. When expenditures of any branch will be more than \$5000 under

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the plan, that branch should give the Board of Review details of expenditures.

2. Annual payrolls to be paid from Special Funds

a. Within the Continental U.S.

b. Estimate by each Theater divided between (1) "open" payroll and (2) Agents - where reasons of security make it impossible to give full details.

This is for the purpose of advising the Director as to total contemplated personnel paid from Special Funds and the amount of money to be allocated for these payrolls.

3. Acquisition of new or additional facilities such as rental or purchase of space, furnishing of same to suit OSS purposes, when amount of funds involved is more than \$5000.

4. Plans for activities originating in branches and which may involve expenditure of more than \$5000 other than plans which come under paragraph 1 above.

[Signature]
O. M. BEARS, JR.
Chairman, OSS Board of Review

Approved:

[Signature]
G. Edward Duxton
Acting Director

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